

**HUMAN RESOURCES POLICY**  
**Fauquier County, Virginia**

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**Policy Title: Educational Leave**  
**Section No.: 2-F**

**Effective Date: 6/18/01**  
**Supersedes Policy: 2/2/99**

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**I. PURPOSE**

It is the objective of the Board of Supervisors to allow employees to take leave from work to pursue study related to their jobs.

**II. SCOPE**

This policy applies to all permanent full-time and permanent part-time employees.

**III. DEFINITIONS**

Educational Leave

Educational leave is defined as an approved employee absence for an extended period to allow employees time to further their education through study related to their jobs.

**IV. PROCEDURES**

**A. Approval Procedures**

1. Employees must submit a written request for educational leave to their Constitutional Officer/Department Head for review and initial approval.
2. If approved by the Constitutional Officer/Department Head, the request shall be forwarded to the Human Resources Director for additional review and to the County Administrator for final approval.

**B. Leave With or Without Pay**

1. At the County Administrator's discretion, employees may be granted educational leave with full, partial, or no pay.
2. The provisions of the Leave Without Pay policy shall apply to educational leave without pay.

3. Financial assistance for study related to an employee's work may be available through the Tuition/Education Assistance Program.

C. Duration Of Educational Leave

Employees may be granted educational leave for a period not to exceed one (1) year.